

From: Team D - Christian Hettinger, Chanyang Choi
To: MC Martin
Subject: Weekly Progress Report – September 24, 2017

Period: 09/11/17-09/24/17

Hours: Approximately 10 hours **Hours to Date:** 10

Accomplishments for week ending Month_Day, 2017

- 1) Kick-off meeting with all engineers and project managers present. Where we discussed the project overall, our working relationship, and our schedules.
- 2) Drafted a problem statement and project charter based on information gathered in first two meetings. Project charter was used and refined by engineers for their assignment as well.
- 3) Created a team google drive and group chat for file sharing and communication.
- 4) Discussed potential project risks and communication plan with engineers.
- 5) Drafted risk management plan, change management plan, communication plan, and quality management plan.

Goals for week ending October_1, 2017

- 1) Draft the scope document, budget, and WBS by Wednesday.
- 2) Meet with engineering team on Monday for weekly status meeting.
- 3) Help engineers practice for their project presentation this week.
- 4) Continue to gather project requirements from engineering team.

Issues:

- 1) Both the project managers and the engineers have restricted schedules due to internships/jobs.
- 2) Sometimes there has been slow communication from engineering team.